

## Action and Agreement Record – School Council

Date:	Monday 10 <sup>th</sup> October, 2016	Time: 7:00	Duration:	Location: RHPS
Meeting Objective	School Council - As representatives of our school community, our purpose is to collectively work towards achieving our whole school goals.			
Attendees	Sandra James, Remco Burgers, Kristy Burrows, Serap Filiz, Derya Kucukali, Patrick Lynch, Heyam Masri, Narelle McCaffrey, Sebastian Naselli, Ali Sahin, Jonathon Lowe (SEIL), Barb Adam			
Apologies	Ender Bingol			

Actions and Agreements				
No	What	Moved by	Seconded by	Person Responsible
1	<b>Welcome</b>			
	<p>Briefing to SC by area SEIL Jonathon Lowe RE: Principal Selection Process</p> <p>Jonathon introduced himself and the process to SC</p> <p>Jonathon used a powerpoint to assist his presentation</p> <p>All aspects of Principal Selection Process were explained in detail</p> <p>Jonathon explained: SC role in process, confidentiality, recommendation report back to SC, and what the 2 week appeal period means.</p> <p>Prior to advertisement</p> <p>An executive officer is appointed at the school to organise tours and answer questions. Also makes available material for the school website.</p> <p>Shortlisted applicants can request further documentation about the school.</p> <p>Selection Panel of five will be selected.</p> <p>Tonight school council will elect a SC representative.</p> <p>Panel Training will be offered.</p> <p>Selection Panel Report will need to be endorsed by SC.</p> <p>SC can endorse it, refer the report back or disagree with the recommendation.</p> <p>Selection Panel Report and Council decision sent as a recommendation to Secretary of Education.</p> <p>Regional Director endorses.</p> <p>SC President contacts the applicants about the outcomes.</p> <p>SEIL delivers feedback 2 weeks later.</p> <p>Jonathon explained the 5 key selection Criteria.</p> <p>And development of the community criteria by SC</p>			

	<p>Proposed Timeline  Community Criteria to Jonathon by this Friday  Position Advertised on 28<sup>th</sup> October  Metro Panel Training on Monday 14<sup>th</sup> November  Panel then completes the selection process.  Commencement date 30<sup>th</sup> January 2017  Jonathon distributed some examples of community criterion.  He then asked if there were any further questions.  Jonathon explained what bias and conflict of interest mean and how that can affect the process.  SC asked for nominations, Serap, Kristy nominated themselves.  SC then went to a vote. The votes were then counted. Kristy gained more votes 6 to 4.  Kristy accepted the nomination.  SC discussed the Community Criteria and created one that had full consensus.  Ali will send this criteria to Jonathon.</p>			
2	<p><b>Business arising from last meeting</b>  Acceptance of minutes from previous meeting</p>			
3	<p><b>Correspondence</b>  Incoming:  Outgoing:</p>			
N				
4	<p><b>Principal Report (on behalf of Barb)</b>  Celebration Day 7<sup>TH</sup> December, Term 4 - Date announced, details will be given at next SC  Curriculum Days 2017 – next SC meeting  Enrolments 2017 82 Preps and growing – next SC meeting</p> <p><b>Principal's Report to be accepted</b></p>			

5	<p><b>Finance Reports</b></p> <ul style="list-style-type: none"> <li>• Presentation of July, August and September reports</li> <li>• Balance Sheet and Operating Statements Signed</li> <li>• Bank Account Movements</li> <li>• Cash Payments Report</li> <li>• Cash Receipts Report</li> <li>• Cash Flow</li> <li>• Annual Sub-Program Budget Reports</li> </ul> <p><b>Finance reports to be accepted and the accounts listed as paid to be approved</b></p> <ul style="list-style-type: none"> <li>• Budget for Celebration/ Success Day approval – next SC meeting</li> <li>• 2017 Booklist Approval</li> </ul> <p>School Council approved the 2017 Booklist</p> <ul style="list-style-type: none"> <li>• Profit/loss statements for 2016 School Camps were presented to SC</li> </ul> <p><b>The treasurer's report as presented be accepted and the accounts listed as paid to be approved.</b></p>	Ali	Serap	
6	<p><b>Curriculum Report</b></p> <p>Grade 4 Excursion on November 29<sup>th</sup>, 2016 approved</p>	Kristy	Ali	

7	<b>Out of School Hours Program Report</b> <ul style="list-style-type: none"> <li>•</li> </ul>			
8a	<b>Fundraising</b> <ul style="list-style-type: none"> <li>• Approval for Mother's Day stall 2017 – next SC meeting</li> </ul>			
8b	<b>Facilities</b> <ul style="list-style-type: none"> <li>•</li> </ul>			
8c	<b>OH &amp; S</b> <ul style="list-style-type: none"> <li>•</li> </ul>			
8d	<b>Sub- Committee Reports as presented to be accepted.</b>			
9	<b>General Business: Nil</b>			
10	<b>Date of next meeting: TBC</b> <b>Agreement:</b>			
	<b>Meeting closed: 9.00 pm</b>			
<b>Special Note:</b> If you are unable to attend a School Council Meeting it is essential that you contact the school (Phone 9305 1688) on the day of the meeting <b>before 12 noon</b> . This will enable us to cancel the meeting if we cannot make a quorum.				

## Roxburgh Homestead Primary School Values

### INTEGRITY

#### Learning

To us, this means the acquisition of skills and knowledge

#### Professionalism

To us, this means a responsibility to carry out our duties as educators

#### Cooperation

To us, this means working together to achieve common understandings and goals

#### Behaviours demonstrating these values include:

- Treating all with respect
- Treating others as I expect to be treated
- Supporting all school processes, programs and policies
- Collecting, evaluating and basing decisions on data
- Self assessing as an individual, team and whole school
- Sharing resources, knowledge and skills
- Acting as a mentor and positive role model
- Creating a positive friendly working environment
- Recognising and celebrating effort and success
- Communicating effectively with students, colleagues and the wider community
- Asking for, accepting and providing honest and constructive feedback
- Striving for consistency and fairness in all aspects of our work
- Having common understandings
- Listening to others with an intent to understand
- Being punctual
- Participating in decision making processes when appropriate
- Conducting programs to meet student needs